



ImpactTN

Teacher Manual

ImpactTN Overview

1. What is ImpactTN?

- ImpactTN is a web-based, visualization tool designed for Tennessee educators that displays a summary of student data from a district's student information system and other state sources.
- ImpactTN includes the following sections:
 - School Information, which includes contact information, student demographics, and students by grades, and staff and teacher lists.
 - The academic dashboard, which includes student attendance and discipline incidents, state standardized assessments (TCAP and EOCs), and grades and credits.
 - Goal planning options for administrators, which include goals for student attendance and discipline, state assessments, and grades and credits.

2. Who developed ImpactTN?

- The department developed ImpactTN with input from various stakeholders throughout the state. Double Line Partners provided early development support; however, the software is now fully managed by the department.

3. How can I use ImpactTN?

- District and school administrators may use the data to monitor and analyze student attendance, discipline, grades, and performance on state assessments. They may also use the data for decision making planning, and setting goals.
- Teachers may look up individual students. ImpactTN data can be used to spot trends, group students that may require additional behavior or instructional support, and allow for ongoing monitoring of progress.

4. How do I receive my login credentials?

- Once your district has agreed to fully activate ImpactTN, you should receive an email with your login credentials. If you have not received an email with login information, please contact your district Student Information System (SIS) manager. If you've received your state Single Sign On (SSO) credentials, you may use that login to access ImpactTN.

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Getting Started: Access to ImpactTN

1. How do I log in?

- ImpactTN is a web-based system. You can access here: <https://educatordashboards.tnedu.gov>. Once there, select “TN SSO” and input your credentials. If you are already logged in to a Microsoft account in your browser, it is recommended that you use a different browser and/or use a private or incognito window to sign in to avoid conflicts with other Microsoft accounts.

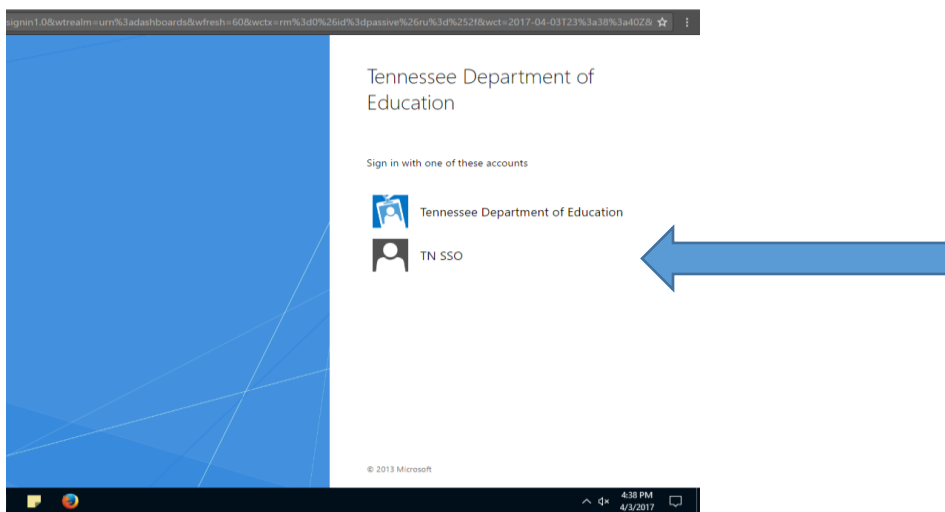


Figure 1: Select TN SSO

- Once you select “TN SSO” input your credentials on the next page.

Logging into ImpactTN

(For training purposes if you do not have a user ID)

For access to the Teacher ImpactTN Dashboard Demo site, visit:

<https://edfidashboards-demo.azurewebsites.net>

Using the following login information for the training website:

User name: Teacher@tnk12.gov

Password: Demo2016

Once the information is entered, click **Sign in**. (Don't forget to LOG OUT when you are finished)

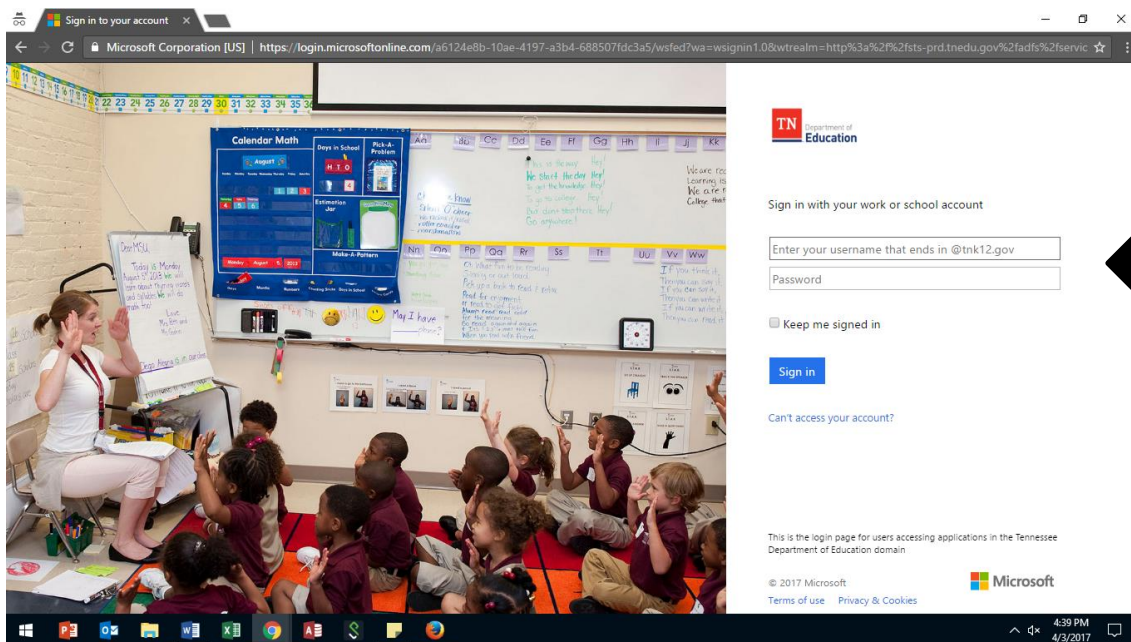


Figure 2: Enter user name that ends in @tnk12.gov

Navigating Teacher Landing Page

Once logged into the dashboard, this will be your view.

You will see the STUDENT names; GRADE LEVEL; DESIGNATIONS; and the larger ATTENDANCE/DISCIPLINE tab with: Last Four Weeks Attendance; Last Eight Weeks Attendance; Year to Date Attendance; Last Four Weeks Class Absences; Year to Date Class Absences.

Teacher Name points to the teacher's name and profile picture at the top of the dashboard.

Customize View Options (see page 9) points to the 'CUSTOMIZE VIEW' button above the student list table.

Student Names (Student, Grade Level, Metrics, etc.) points to the student list table, specifically the 'STUDENT' column header.

Click on the white headings to sort the rows in an ascending order. Click again to sort in descending order. points to the 'STUDENT' column header in the table.

Program Designation points to the 'DESIGNATIONS' column in the table.

EXPORT ALL, PRINT, SUPPORT, and LOG OUT points to the top navigation bar containing these buttons.

Dropdown Menu for Student Lists and Data Views (See page 8) points to the 'Student List' dropdown menu.

Testing Information Codes points to the 'Data View' dropdown menu.

See Glossary for definitions: Metric Value Indicators and Trend Indicators points to the bottom of the dashboard where these indicators are used.

STUDENT	GRADE LEVEL	DESIGNATIONS	ATTENDANCE / DISCIPLINE		GRADE 8	
			Last Four Weeks Class Absences	State Reportable Offenses	# Grades Below C	Grades Failing ≥ 10%
Alford, Denise	8th	S	2.9 %	0	3	3
Ayala, Gage	8th		0.0 %	0	4	3
Bass, Donovan	8th		0.0 %	0	3	3
Boles, Jaron	8th		2.9 %	0	3	2
Bond, Bella	8th		1.0 %	0	2	2
Bradley, Dexter	8th		0.0 %	0	2	2
Britton, Melanie	8th		2.9 %	0	2	3
Burns, Erik	8th		2.9 %	0	3	2
Cantrell, Trenton	8th		1.0 %	0	4	2
Carpenter, Zakary	8th		0.0 %	0	2	2

At the bottom of the dashboard, there are sections for 'Program Designation' (Gifted & Talented, Special Education, 504 Designation) and 'Testing Information Codes' (State Assessment-M, State Assessment-Alt, Test Accommodation, State Assessment-Commended).

Figure 3: Teacher Home Page

Program Designation:

Gifted & Talented

Special Education

504 Designation

Testing Information Codes:

State Assessments

ESL, LEP or Bilingual

State Assessments ALT

Late Enrollment

Test Accommodation

Partial Transcript

SUPPORT

Note: there is a **SUPPORT** button should you require help; the snapshot to the right shows the **Submit Request Window**:

(Using the scroll bar at bottom of the page to pull up more information to the right side of the window)

STUDENT	GRADE LEVEL	DESIGNATIONS	Last Four Weeks Class Absences	Year To Date Class Absences	State Reportable Offenses	# Grades Below C	Grades Falling $\geq 10\%$
Alford, Denise	8th	S	2.9 %	3.2 %	0	3	3
Ayala, Gage	8th		0.0 %	2.4 %	0	4	3
Bass, Donovan	8th		0.0 %	0.2 %	0	3	3
Boles, Jaron	8th		2.9 %	1.2 %	0	3	2
Bond, Bella	8th		1.0 %	1.0 %	0	2	2
Bradley, Dexter	8th		0.0 %	0.0 %	0	2	2
Britton, Melanie	8th		2.9 %	1.6 %	0	2	3
Burns, Frick	8th		2.9 %	3.7 %	0	3	3

Then you will see the **GRADES** tab which contains # Grades Below C; and Grades Falling $\geq 10\%$.

(Note: there may be more than one page of students.)

Teacher Home Page Dropdown Menus

The screenshot shows the Teacher Home Page for Maurice Presley. The 'Student List' dropdown menu is open, displaying a list of students and their associated classes. The 'Data View' dropdown menu is also open, showing 'General Overview' as the selected view.

Student	Grade	Attendance	Grades
Alford, Denise	8th	2.9 %	3
Ayala, Gage	8th	0.0 %	4
Bass, Donovan	8th	0.0 %	3
Boles, Jaron	8th	2.9 %	3
Bond, Bella	8th	1.0 %	2

Figure 4: Student List Dropdown Menu

Student Dropdown Menu:

- Individual Classes
- 4 or more Days Absent
- Low Attendance

Data View Dropdown Menu:

- General Overview
- Prior Year
- Assessment Details
- State Standardized Assessments
 - ELA/Reading (State)
 - Writing (State)
 - Mathematics (State)
 - Science (State)
 - Social Studies (State)

The screenshot shows the Teacher Home Page for Maurice Presley. The 'Data View' dropdown menu is open, displaying a list of data views. The 'General Overview' view is selected.

Student	Grade Level	Designations	Attendance / Discipline
Alford, Denise	8th	S	2.9 %
Ayala, Gage	8th		0.0 %
Bass, Donovan	8th		0.0 %
Boles, Jaron	8th		2.9 %
Bond, Bella	8th		1.0 %
Bradley, Dexter	8th		0.0 %

Figure 5: Data View Dropdown Menu

Customize View

The “**CUSTOMIZE VIEW**” feature in the Dashboard allows you to see the data most relevant to you each time you open a class view.

Customize View Options

- See More Data
- Maximize Grid
- Create or Add to Watch List

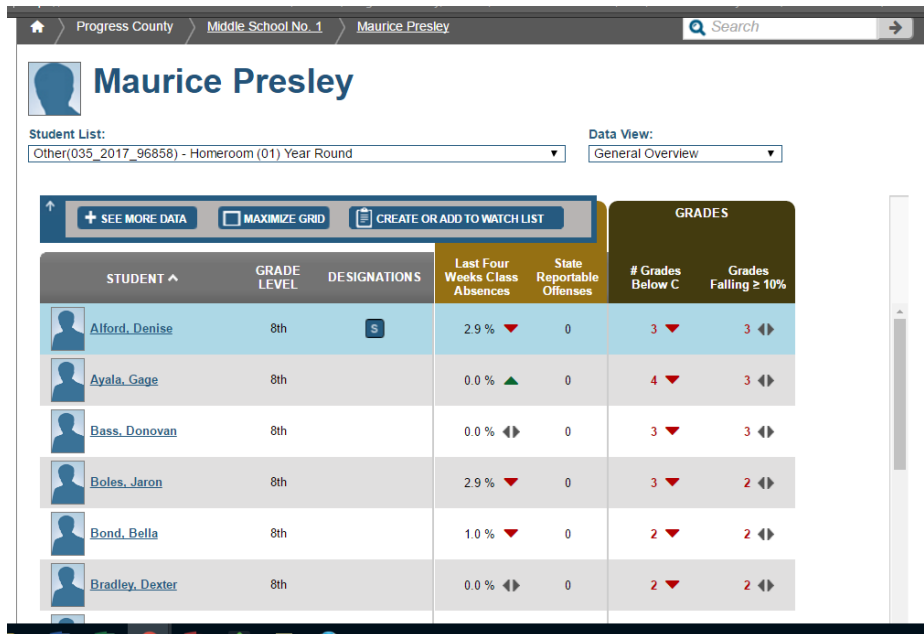


Figure 5: Customize View Options

1. Select **See More Data** to see the following additional columns:

Grades

- # of Grades Below C
- Grades Falling ≥10%
- ELA Advanced Enrollment
- Math Advanced Enrollment
- Science Advanced Enrollment
- Social Studies Advanced Enrollment

(Data varies by grade span)

Attendance/Discipline

- Year to date attendance
- Number of days absent
- Number of unexcused days absent
- Last four weeks class absences
- Last eight weeks class absences
- Year to date class absences
- State reportable offences
- School Code of Conduct
- All Discipline Incidents
- School Code of Conduct Incidents

2. Select **Maximize Grid** to view in separate window. (Larger landscape view)

Create or Add to Watch List

1. Navigate to a class homepage and **Select Create or Add to Watch List** to add students to a special **Watch List**. (Example: RTI2, Chronic Absenteeism, and/or Tier II and Tier III students)

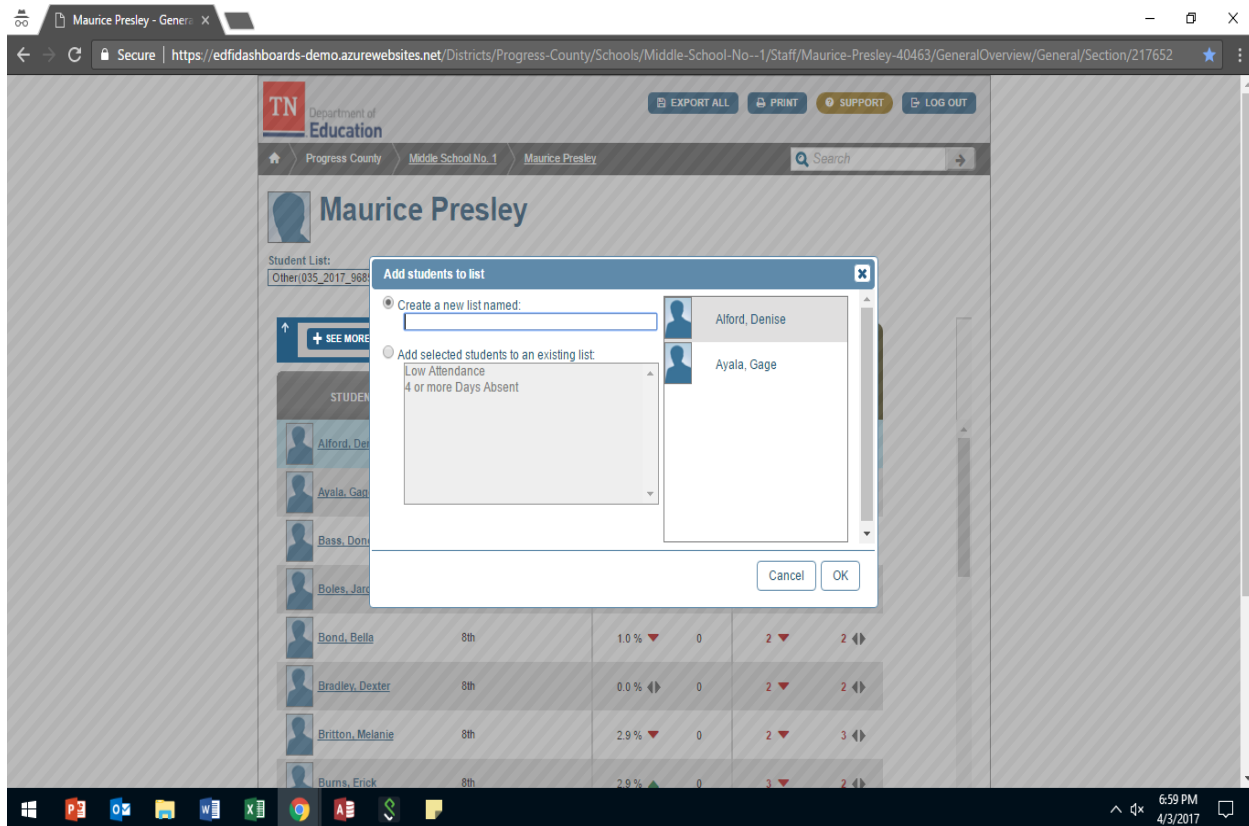


Figure 6: Add Students to Watch List

Remember: You can select the Export All button at the top of your home page and export all data in an Excel spreadsheet.

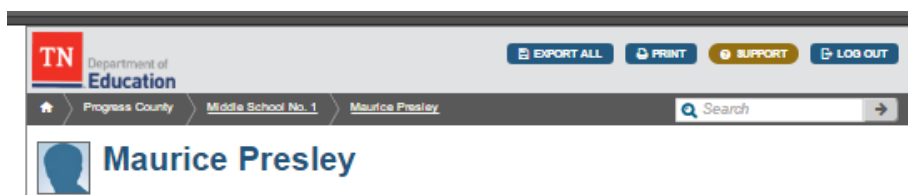


Figure 7: Export data from teacher home page

Student Landing Page

This page has three tabs: Student Information, Academic Dashboard, and Transcript. By default, you will land on the Academic Dashboard tab.

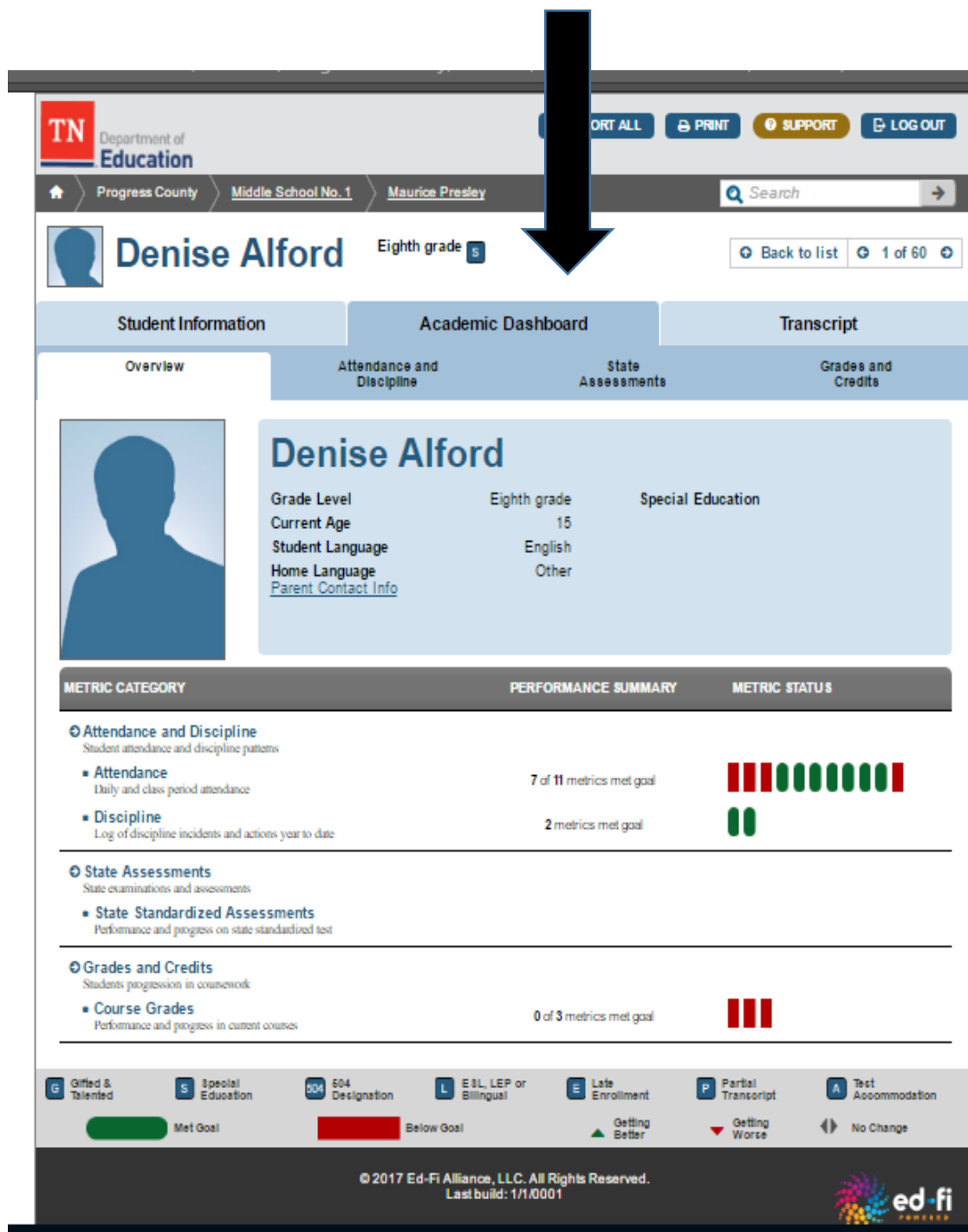


Figure 9: Student Landing Page

Student Information Tab: Student's Home Page

TN Department of Education

EXPORT ALL PRINT SUPPORT LOG OUT

Progress County Middle School No. 1 Maurice Prewley

Search

Denise Alford Eighth grade

Back to list 1 of 50

Student Information Academic Dashboard Transcript

Denise Alford

830 Burton Trl
Impact, TN 38329
(555) 978-3824
DeniseAlford@impact.net

Contact Information

Name	Mariah Alford
Relation to Student	Mother
Address	830 Burton Trl Impact, TN 38329
Cell Phone	(555) 978-4881
Work Phone	(555) 978-3336
Email	MariahAlford@impact.net
Name	Zachary Alford
Relation to Student	Father
Address	830 Burton Trl Impact, TN 38329
Cell Phone	(555) 978-8480
Work Phone	(555) 978-0127
Email	ZacharyAlford@impact.net

Demographics

Date of Birth	January 11, 2002
Place of Birth	Impact, TN, US
Gender	Female
Hispanic or Latino	No
Race	White
Home Language	Other

School Information

Grade Level	Eighth grade
Late Enrollment	
Homeroom	
Date of Entry	August 03, 2018
Date of Withdrawal	
Expected Graduation Year	2021

Program Status

<input type="checkbox"/> 504 Designation
<input type="checkbox"/> Bilingual Program
<input type="checkbox"/> Career and Technical Education
<input type="checkbox"/> English as Second Language
<input type="checkbox"/> Gifted/Talented
<input checked="" type="checkbox"/> Special Education

Other Student Information

<input type="checkbox"/> Homeless
<input type="checkbox"/> Immigrant
<input type="checkbox"/> Limited English Proficiency
<input type="checkbox"/> Migrant
<input type="checkbox"/> Over Age
<input type="checkbox"/> Repeater

Gifted & Talented Special Education 504 Designation ESL, LEP or Bilingual Late Enrollment Partial Transcript Test Accommodation

Met Goal Below Goal

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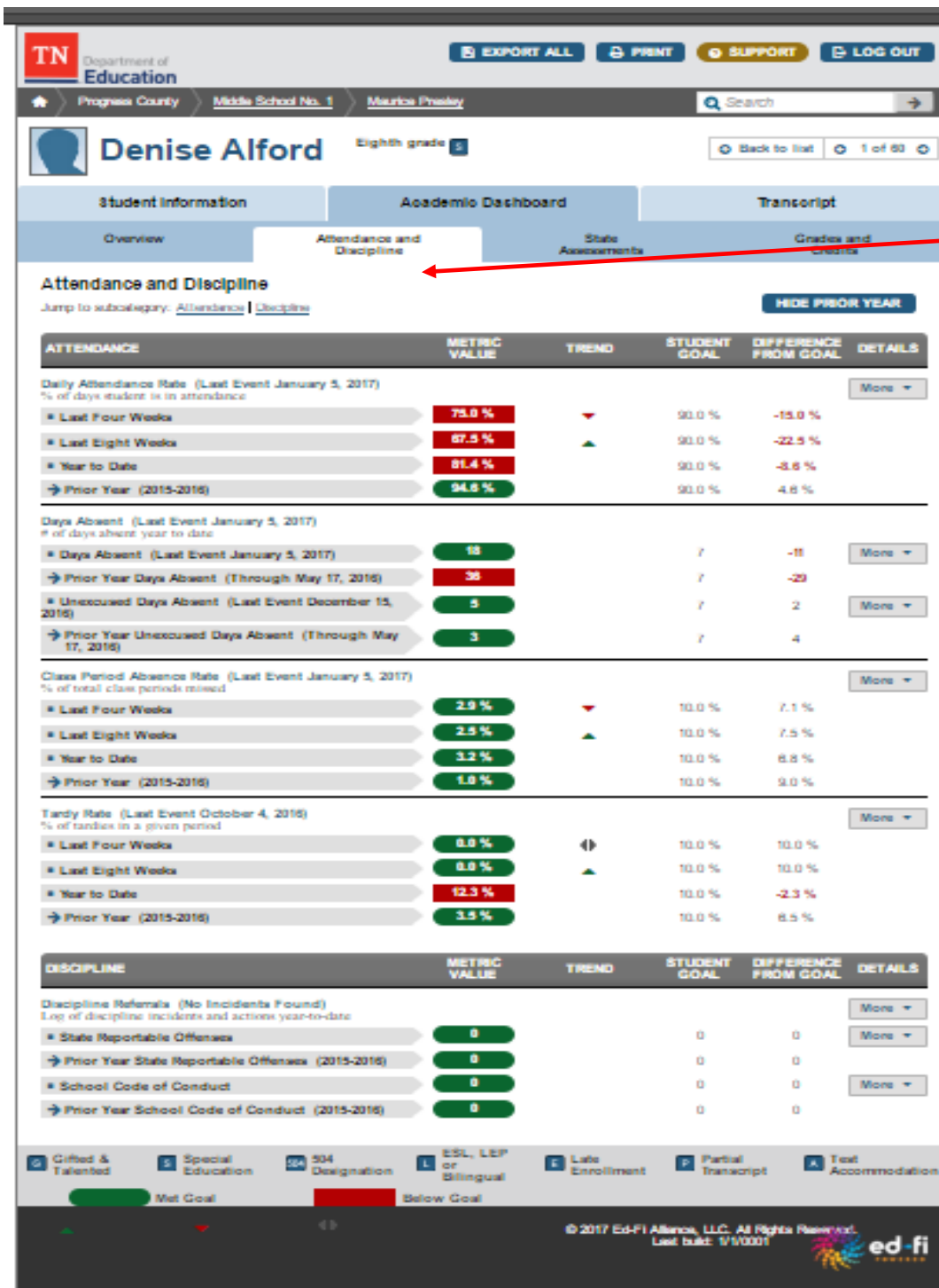
ed-fi

Figure 10: Student Information Page

Student Information

- **Parent/Guardian Information**
- **School Information**
 - Grade Level
 - Late Enrollment
 - Homeroom
 - Date of Entry
 - Date of Withdrawal
 - Expected Graduation Year
- **Program Status**
 - 504 Designation
 - Bilingual Program
 - Career & Technical Education
 - English as Second Language
 - Gifted/Talent
 - Special Education
- **Other Student Information**
 - Homeless
 - Immigrant
 - Limited English Proficiency
 - Migrant
 - Over Age

Student Academic Dashboard Page: Attendance and Discipline Tab



Student Academic Dashboard

- Overview
- Attendance and Discipline

Hover over metrics with your mouse to get more detailed explanations/definitions.

Click the "More" button to get more detailed data about a student's activity.

• State Assessments

Clicking on "More" will show how a student performed on each TCAP/EOC objective for a given assessment.

• Grades and Credits

In the Course Grades section clicking "More" will show a student's current courses, grades & teachers. In the Credit Section click "More" to view course history and grades.

Figure 11: Student Academic Dashboard Page: Attendance and Discipline Tab

Student Academic Dashboard Page: State Assessment Tab

TN Department of Education

EXPORT ALL PRINT SUPPORT LOG OUT

Progress County Middle School No. 1 Maurice Presley

Search

Denise Alford Eighth grade

Back to list 1 of 60

Student Information Academic Dashboard Transcript

Overview Attendance and Discipline State Assessments Grades and Credits

State Assessments

Jump to subcategory: [State Standardized Assessments](#)

STATE STANDARDIZED ASSESSMENTS	SCALE SCORE	PROFICIENT CUT SCORE	PERFORMANCE LEVEL INDEX	DETAILS
TCAP Achievement Performance Test scores and whether met standard				
Mathematics			Basic	
Reading/Language Arts			Proficient	
Science			Proficient	

•BB - Below Basic •B - Basic •BP - Below Proficient •P - Proficient •A - Advanced

TCAP End of Course Exam Performance
Test scores and whether met standard

Gifted & Talented Special Education 504 Designation ESL, LEP or Bilingual Late Enrollment Partial Transcript Test Accommodation

Met Goal Below Goal Getting Better Getting Worse No Change

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Figure 12: Student Academic Page: State Assessment Tab

Student Academic Dashboard

- **Overview**
- **Attendance and Discipline**

Hover over metrics with your mouse to get more detailed explanations/definitions.

Click the “More” button to get more detailed data about a student’s activity.

- **State Assessments**

Clicking on “More” will show how a student performed on each TCAP/EOC objective for a given assessment.

- **Grades and Credits**

In the Course Grades section clicking “More” will show a student’s current courses, grades & teachers. In the Credit Section click “More” to view course history and grades.

Student Academic Dashboard Page: Grades and Credits Tab

TN Department of Education

EXPORT ALL PRINT SUPPORT LOG OUT

Progress County Middle School No. 1 Maurice Presley Search

Denise Alford Eighth grade 5 Back to list 1 of 60

Student Information Academic Dashboard Transcript

Overview Attendance and Discipline State Assessments Grades and Credits

Grades and Credits

Jump to subcategory: [Course Grades](#) HIDE PRIOR YEAR

COURSE GRADES	METRIC VALUE	TREND	STUDENT GOAL	DIFFERENCE FROM GOAL	DETAILS
Class Grades					
Mastery of content in core courses					
Falling (Through Third Nine Weeks 2016-2017)	2/4	▼	0	-2	More
Prior Year Falling (Through Fourth Nine Weeks 2016-2017)	0/4	▲	0	0	More
# of course grades dropping 10% or more (Through Third Nine Weeks 2016-2017)	3/4	◄	0	-3	More
Grades Below C Level (Through Third Nine Weeks 2016-2017)					
Number of courses with grades below C for the last grading period					
3 Below C	3 Below C	▼	0	-3	More
Prior Year Grades Below C Level (Through Fourth Nine Weeks 2016-2017)	0 Below C	▲	0	0	More
Algebra I (Through Third Nine Weeks 2016-2017)					
Whether or not student has taken; score of latest assessment					
Taken or enrolled (by Eighth grade)	N/A				More
Passing or has passed					More

G Gifted & Talented S Special Education 504 Designation L ELL, LEP or Bilingual E Late Enrollment P Partial Transcript A Test Accommodation

Met Goal Below Goal Getting Better Getting Worse No Change

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Figure 13: Student Academic Page: Grades and Credits Tab

Student Academic Dashboard

- Overview
- Attendance and Discipline

Hover over metrics with your mouse to get more detailed explanations/definitions.

Click the “More” button to get more detailed data about a student’s activity.

• State Assessments

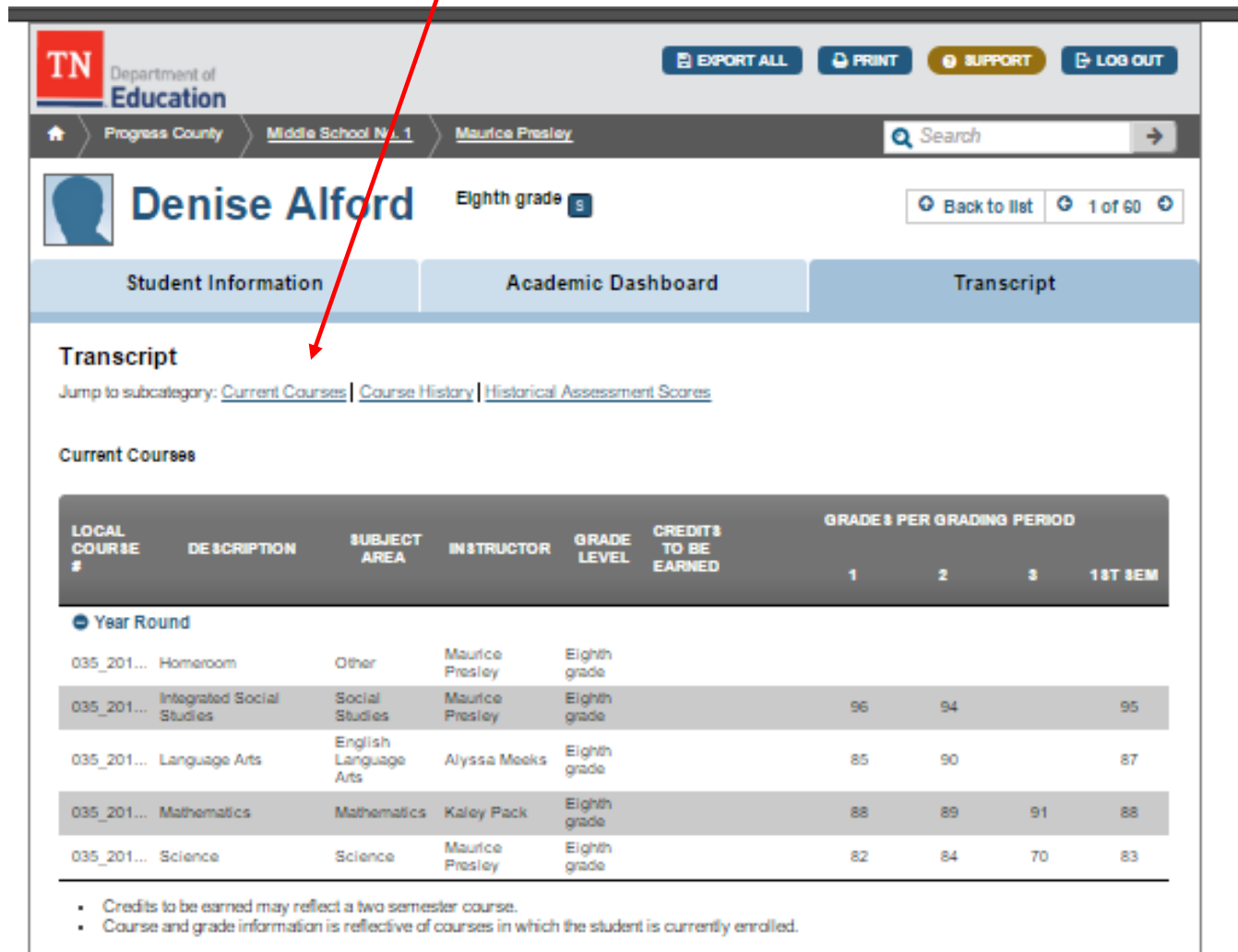
Clicking on “More” will show how a student performed on each TCAP/EOC objective for a given assessment.

• Grades and Credits

In the Course Grades section clicking “More” will show a student’s current courses, grades & teachers. In the Credit Section click “More” to view course history and grades.

Student Transcript Tab: Three 3 Subcategories

- Current Courses



TN Department of Education

EXPORT ALL PRINT SUPPORT LOG OUT

Progress County Middle School No. 1 Maurice Presley

Search

Denise Alford Eighth grade 9

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Student Information Academic Dashboard Transcript

Transcript

Jump to subcategory: [Current Courses](#) | [Course History](#) | [Historical Assessment Scores](#)

Current Courses

LOCAL COURSE #	DESCRIPTION	SUBJECT AREA	INSTRUCTOR	GRADE LEVEL	CREDITS TO BE EARNED	GRADE 8 PER GRADING PERIOD			
						1	2	3	1ST SEM
Year Round									
035_201...	Homeroom	Other	Maurice Presley	Eighth grade					
035_201...	Integrated Social Studies	Social Studies	Maurice Presley	Eighth grade		96	94		95
035_201...	Language Arts	English Language Arts	Alyssa Meeks	Eighth grade		85	90		87
035_201...	Mathematics	Mathematics	Kaley Pack	Eighth grade		88	89	91	88
035_201...	Science	Science	Maurice Presley	Eighth grade		82	84	70	83

- Credits to be earned may reflect a two semester course.
- Course and grade information is reflective of courses in which the student is currently enrolled.

Figure 14: Student Transcript Page: Current Courses

Student Transcript Tab: Three Subcategories

- **Course History**

websites.net/Districts/Progress-County/Schools/Middle-School-No--1/Students/Denise-7

Course History

Cumulative Credits Earned:

Jump to subcategory: [English Language Arts / Reading](#) | [Mathematics](#) | [Science](#) | [Social Studies](#)

SUBJECT AREA	TOTAL CREDITS EARNED																		
English Language Arts / Reading																			
<table><tr><th>COURSE NUMBER</th><th>DESCRIPTION</th><th>SEMESTER</th><th>GRADE LEVEL</th><th>FINAL COURSE GRADE</th><th>CREDITS EARNED</th></tr><tr><td>601</td><td>6th ELA</td><td>Year Round</td><td>Sixth grade</td><td>80</td><td></td></tr><tr><td>701</td><td>7th ELA</td><td>Year Round</td><td>Seventh grade</td><td>66</td><td></td></tr></table>	COURSE NUMBER	DESCRIPTION	SEMESTER	GRADE LEVEL	FINAL COURSE GRADE	CREDITS EARNED	601	6th ELA	Year Round	Sixth grade	80		701	7th ELA	Year Round	Seventh grade	66		
COURSE NUMBER	DESCRIPTION	SEMESTER	GRADE LEVEL	FINAL COURSE GRADE	CREDITS EARNED														
601	6th ELA	Year Round	Sixth grade	80															
701	7th ELA	Year Round	Seventh grade	66															
Mathematics																			
<table><tr><th>COURSE NUMBER</th><th>DESCRIPTION</th><th>SEMESTER</th><th>GRADE LEVEL</th><th>FINAL COURSE GRADE</th><th>CREDITS EARNED</th></tr><tr><td>606</td><td>6th Math</td><td>Year Round</td><td>Sixth grade</td><td>71</td><td></td></tr><tr><td>706</td><td>7th Math</td><td>Year Round</td><td>Seventh grade</td><td>84</td><td></td></tr></table>	COURSE NUMBER	DESCRIPTION	SEMESTER	GRADE LEVEL	FINAL COURSE GRADE	CREDITS EARNED	606	6th Math	Year Round	Sixth grade	71		706	7th Math	Year Round	Seventh grade	84		
COURSE NUMBER	DESCRIPTION	SEMESTER	GRADE LEVEL	FINAL COURSE GRADE	CREDITS EARNED														
606	6th Math	Year Round	Sixth grade	71															
706	7th Math	Year Round	Seventh grade	84															
Science																			
<table><tr><th>COURSE NUMBER</th><th>DESCRIPTION</th><th>SEMESTER</th><th>GRADE LEVEL</th><th>FINAL COURSE GRADE</th><th>CREDITS EARNED</th></tr><tr><td>607</td><td>6th Science</td><td>Year Round</td><td>Sixth grade</td><td>79</td><td></td></tr><tr><td>707</td><td>7th Science</td><td>Year Round</td><td>Seventh grade</td><td>81</td><td></td></tr></table>	COURSE NUMBER	DESCRIPTION	SEMESTER	GRADE LEVEL	FINAL COURSE GRADE	CREDITS EARNED	607	6th Science	Year Round	Sixth grade	79		707	7th Science	Year Round	Seventh grade	81		
COURSE NUMBER	DESCRIPTION	SEMESTER	GRADE LEVEL	FINAL COURSE GRADE	CREDITS EARNED														
607	6th Science	Year Round	Sixth grade	79															
707	7th Science	Year Round	Seventh grade	81															
Social Studies																			
<table><tr><th>COURSE NUMBER</th><th>DESCRIPTION</th><th>SEMESTER</th><th>GRADE LEVEL</th><th>FINAL COURSE GRADE</th><th>CREDITS EARNED</th></tr><tr><td>619</td><td>6th S. S.</td><td>Year Round</td><td>Sixth grade</td><td>82</td><td></td></tr><tr><td>712</td><td>7th S. S.</td><td>Year Round</td><td>Seventh grade</td><td>82</td><td></td></tr></table>	COURSE NUMBER	DESCRIPTION	SEMESTER	GRADE LEVEL	FINAL COURSE GRADE	CREDITS EARNED	619	6th S. S.	Year Round	Sixth grade	82		712	7th S. S.	Year Round	Seventh grade	82		
COURSE NUMBER	DESCRIPTION	SEMESTER	GRADE LEVEL	FINAL COURSE GRADE	CREDITS EARNED														
619	6th S. S.	Year Round	Sixth grade	82															
712	7th S. S.	Year Round	Seventh grade	82															

Figure 15: Student Transcript Page: Course History

Student Transcript Tab: Three Subcategories

- **Historical Assessment**

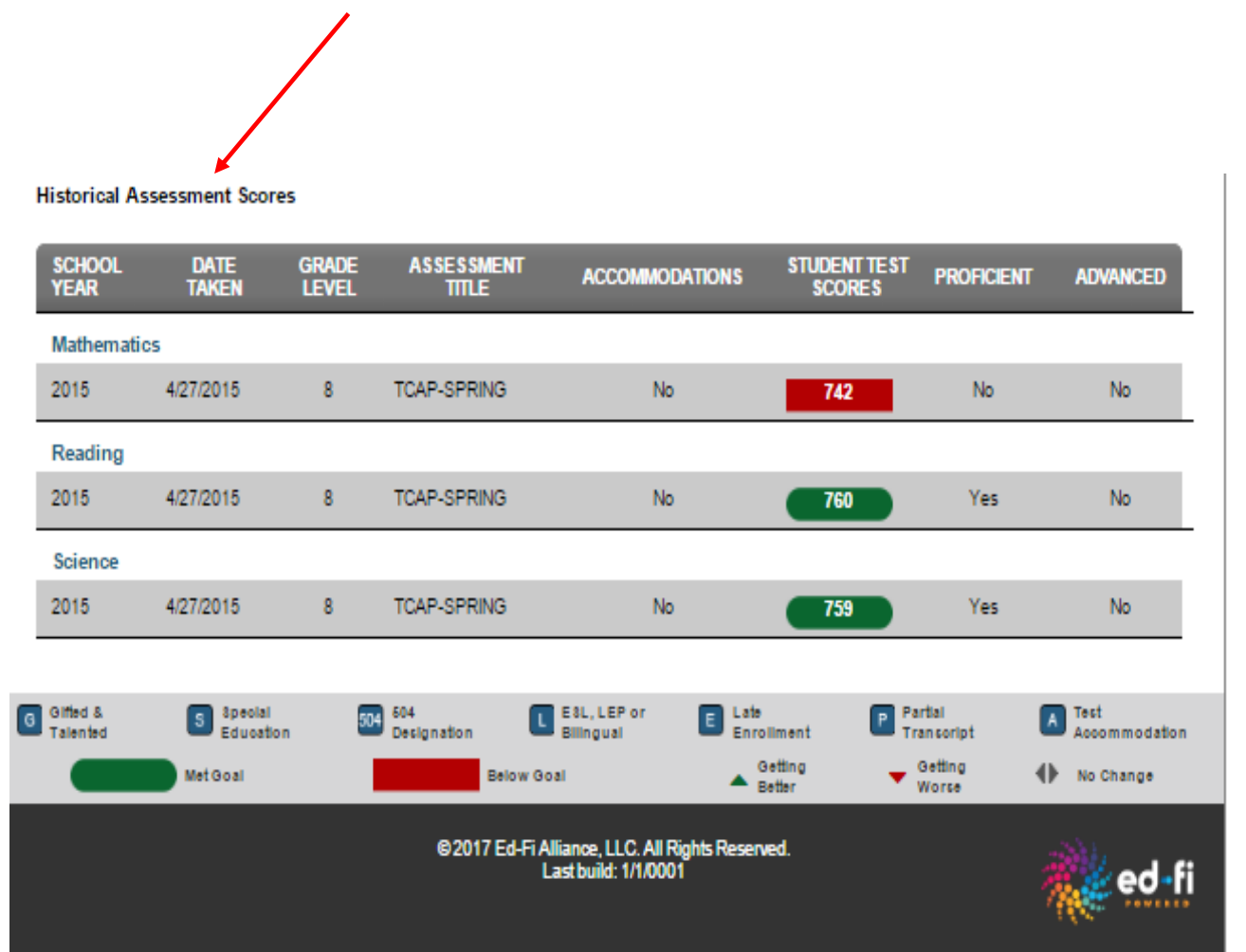


Figure 16: Student Transcript Page: Historical Assessment

Training Practice Exercises

(For these exercises you will need to use the Dashboard Demo Site.)

For access to the Teacher ImpactTN Dashboard Demo site, visit:

<https://edfidashboards-demo.azurewebsites.net>

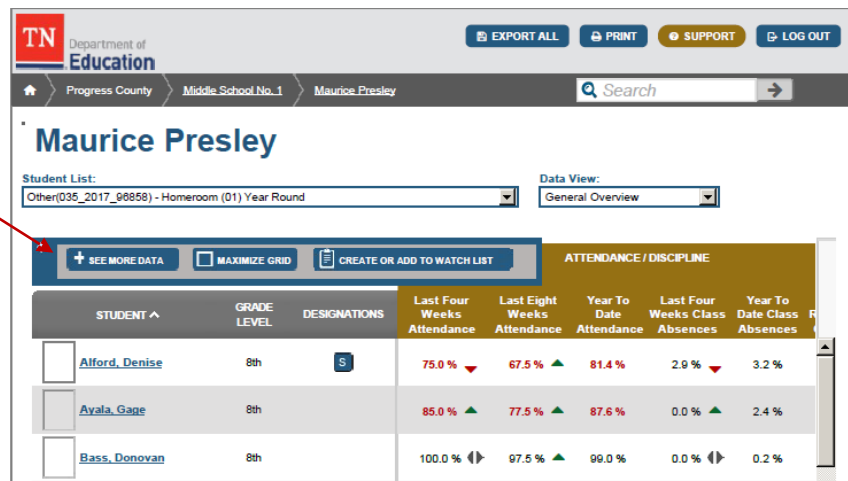
Using the following login information for the training website:

User name: Teacher@tnk12.gov

Password: Demo2016

Exercise 1: Customize View, continued

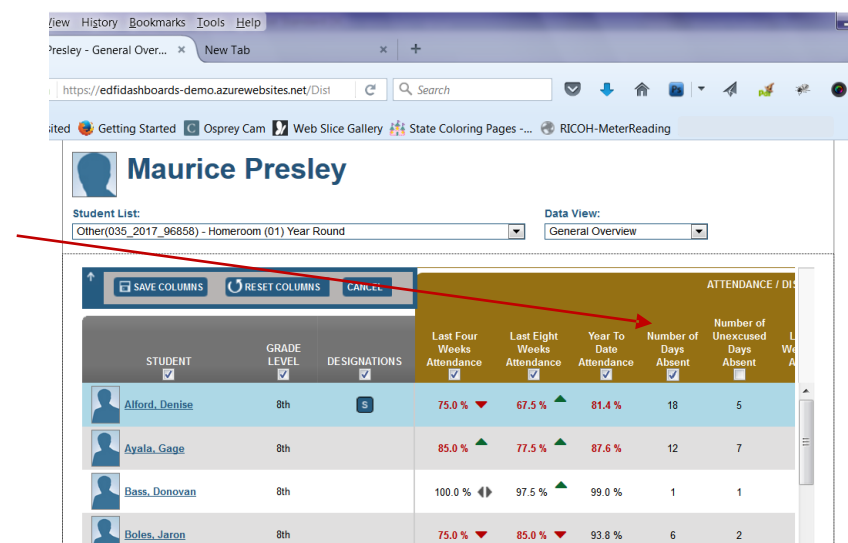
1. Click the “**SEE MORE DATA**” button on the left.



The screenshot shows the TN Department of Education dashboard for Maurice Presley. The 'Student List' dropdown is set to 'Other(035_2017_96858) - Homeroom (01) Year Round'. The 'Data View' dropdown is set to 'General Overview'. Below the dropdowns are three buttons: '+ SEE MORE DATA', 'MAXIMIZE GRID', and 'CREATE OR ADD TO WATCH LIST'. The table below shows attendance data for three students.

STUDENT ^	GRADE LEVEL	DESIGNATIONS	Last Four Weeks Attendance	Last Eight Weeks Attendance	Year To Date Attendance	Last Four Weeks Class Absences	Year To Date Class Absences
Alford, Denise	8th	S	75.0 %	67.5 %	81.4 %	2.9 %	3.2 %
Ayala, Gage	8th		85.0 %	77.5 %	87.6 %	0.0 %	2.4 %
Bass, Donovan	8th		100.0 %	97.5 %	99.0 %	0.0 %	0.2 %

2. Columns will populate for all available metrics. You can select (check) the box below the metric to add it or deselect the box to remove it. For this exercise, the **Number of Days Absent** metric has been added.



The screenshot shows the TN Department of Education dashboard for Maurice Presley. The 'Student List' dropdown is set to 'Other(035_2017_96858) - Homeroom (01) Year Round'. The 'Data View' dropdown is set to 'General Overview'. Below the dropdowns are three buttons: 'SAVE COLUMNS', 'RESET COLUMNS', and 'CANCEL'. The table below shows attendance data for four students, with the 'Number of Days Absent' column added.

STUDENT	GRADE LEVEL	DESIGNATIONS	Last Four Weeks Attendance	Last Eight Weeks Attendance	Year To Date Attendance	Number of Days Absent	Number of Unexcused Days Absent
Alford, Denise	8th	S	75.0 %	67.5 %	81.4 %	18	5
Ayala, Gage	8th		85.0 %	77.5 %	87.6 %	12	7
Bass, Donovan	8th		100.0 %	97.5 %	99.0 %	1	1
Boles, Jaron	8th		75.0 %	85.0 %	93.8 %	6	2

Exercise 1: Customize View, continued

3. Click the **“SAVE COLUMNS”** button to retain this additional column in your default class view before going forward.

The screenshot shows a web application interface for Maurice Presley. At the top, there's a navigation bar with 'New', 'History', 'Bookmarks', 'Tools', and 'Help'. Below this is a search bar and a list of recent items: 'Getting Started', 'Osprey Cam', 'Web Slice Gallery', 'State Coloring Pages', and 'RICOH-MeterReading'. The main content area displays the user's name 'Maurice Presley' and a 'Student List' dropdown set to 'Other(035_2017_96858) - Homeroom (01) Year Round'. The 'Data View' is set to 'General Overview'. Below this, there's a table with columns for 'STUDENT', 'GRADE LEVEL', 'DESIGNATIONS', 'Last Four Weeks Attendance', 'Last Eight Weeks Attendance', 'Year To Date Attendance', 'Number of Days Absent', and 'Number of Unexcused Days Absent'. A red arrow points to the 'SAVE COLUMNS' button above the table. The table lists four students: Denise Alford, Gage Ayala, Donovan Bass, and Jaron Boles, each with their respective attendance percentages and days absent.

STUDENT	GRADE LEVEL	DESIGNATIONS	Last Four Weeks Attendance	Last Eight Weeks Attendance	Year To Date Attendance	Number of Days Absent	Number of Unexcused Days Absent
Alford, Denise	8th	S	75.0 %	67.5 %	81.4 %	18	5
Ayala, Gage	8th		85.0 %	77.5 %	87.6 %	12	7
Bass, Donovan	8th		100.0 %	97.5 %	99.0 %	1	1
Boles, Jaron	8th		75.0 %	85.0 %	93.8 %	6	2

It is essential to note that all columns/metrics can be added or removed at any time by following these steps. The metric is never permanently lost, only selected (displayed) or unselected (hidden).

Adding and removing metrics based upon an educator’s specific needs is a very powerful method of organizing the available information. For example, the **Number of Days Absent** metric can demonstrate the very powerful correlation between a student’s performance and their attendance.

Exercise 2: Change Data View

The classroom view has several options to view student performance in teacher or issue specific contexts. You can select different views from the drop down menu highlighted on the right side of the window.

The options shown are:

- ▣ General Overview
- ▣ Prior Year – current students’ prior year performance to be populated in the future
- ▣ Subject Specific – students’ performance on metrics relevant to the subject of the section
 - ▣ (elective teachers default to ELA / Reading metrics)
- ▣ Assessment Details– students’ performance on assessment strands or reporting categories
 - ▣ State Standardized

Each column in each view can be sorted by ascending or descending order, so that a teacher can view the group of students not meeting the metric goal or look at the top performers. For this exercise, we will view the data for **“Prior Year”**. (Other selections have NO DATA AVAILABLE for this exercise)

1. Begin at your class homepage and click on **“Data View”** to view selections. Keep on **Prior Year**. (The default view is **“General Overview”**)

2. Go to **Student List**; keep it on the **other (035_2017_96858) – Homeroom (01) Year Round** selection.

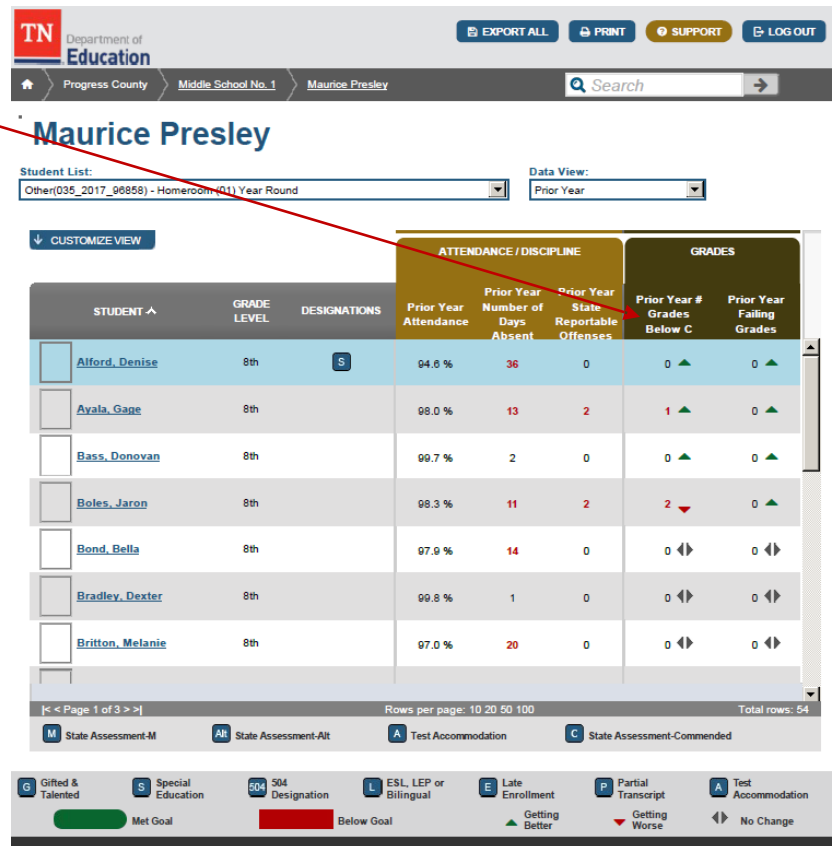
STUDENT	GRADE LEVEL	DESIGNATIONS	Last Four Weeks Attendance	Last Week Attendance	Year To Date Class Absences
Alford, Denise	8th	S	75.0 % ▼	67.5 %	
Ayala, Gage	8th		85.0 % ▲	77.5 %	
Bass, Donovan	8th		100.0 % ◀▶	97.5 %	
Boles, Jaron	8th		75.0 % ▼	85.0 %	
Bond, Bella	8th		95.0 % ▼	90.0 %	
Bradley, Dexter	8th		100.0 % ◀▶	100.0 % ◀▶	0.0 % ◀▶

Exercise 2: Change Data View, continued

3. Click on column header **#Grades Below C** to sort student results by performance (click once to switch from ascending to descending or vice versa).

(Note: Once you have clicked on any heading an automatic sort will take place.)

An up or increase icon, or a down or decrease icon will appear just behind the columns' name (^ or v will appear).



TN Department of Education

Progress County > Middle School No. 1 > Maurice Presley

Maurice Presley

Student List: Other(035_2017_06858) - Homeroom (01) Year Round | Data View: Prior Year

[CUSTOMIZE VIEW](#)

STUDENT ^	GRADE LEVEL	DESIGNATIONS	ATTENDANCE / DISCIPLINE			GRADES	
			Prior Year Attendance	Prior Year Number of Days Absent	Prior Year State Reportable Offenses	Prior Year # Grades Below C	Prior Year Failing Grades
Alford, Denise	8th	S	94.6 %	36	0	0 ^	0 ^
Ayala, Gage	8th		98.0 %	13	2	1 ^	0 ^
Bass, Donovan	8th		99.7 %	2	0	0 ^	0 ^
Boles, Jaron	8th		98.3 %	11	2	2 v	0 ^
Bond, Bella	8th		97.9 %	14	0	0 <=>	0 <=>
Bradley, Dexter	8th		99.8 %	1	0	0 <=>	0 <=>
Britton, Melanie	8th		97.0 %	20	0	0 <=>	0 <=>

< < Page 1 of 3 > >

Rows per page: 10 20 50 100 | Total rows: 54

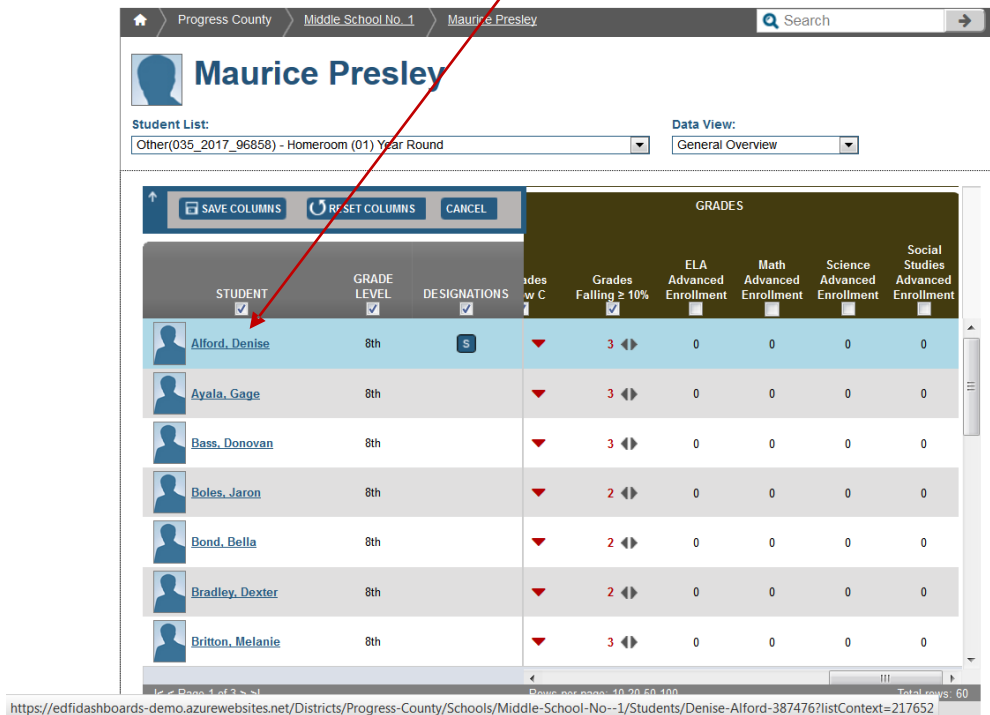
M State Assessment-M | AR State Assessment-Alt | A Test Accommodation | C State Assessment-Commended

G Gifted & Talented | S Special Education | 504 504 Designation | L ESL, LEP or Bilingual | E Late Enrollment | P Partial Transcript | A Test Accommodation

Met Goal | Below Goal | Getting Better | Getting Worse | No Change

Exercise 3: View a Student's Page

Select a student by clicking on the student's name:



The screenshot shows a web application interface for viewing student information. At the top, there is a breadcrumb trail: Progress County > Middle School No. 1 > Maurice Presley. Below this, there is a search bar and a 'Student List' dropdown menu set to 'Other(035_2017_96858) - Homeroom (01) Year Round'. A 'Data View' dropdown is set to 'General Overview'. Below these are buttons for 'SAVE COLUMNS', 'RESET COLUMNS', and 'CANCEL'. The main table has columns for 'STUDENT', 'GRADE LEVEL', 'DESIGNATIONS', 'Grades w C', 'Grades Falling ≥ 10%', 'ELA Advanced Enrollment', 'Math Advanced Enrollment', 'Science Advanced Enrollment', and 'Social Studies Advanced Enrollment'. The first row, 'Alford, Denise', is highlighted in blue. A red arrow points to the name 'Alford, Denise'.

STUDENT	GRADE LEVEL	DESIGNATIONS	Grades w C	Grades Falling ≥ 10%	ELA Advanced Enrollment	Math Advanced Enrollment	Science Advanced Enrollment	Social Studies Advanced Enrollment
Alford, Denise	8th	S	▼	3	0	0	0	0
Ayala, Gage	8th		▼	3	0	0	0	0
Bass, Donovan	8th		▼	3	0	0	0	0
Boles, Jaron	8th		▼	2	0	0	0	0
Bond, Bella	8th		▼	2	0	0	0	0
Bradley, Dexter	8th		▼	2	0	0	0	0
Britton, Melanie	8th		▼	3	0	0	0	0

This tab contains a photo of the student, student name, address, age, student language, home language; designation such as the example is in Special Education; and Parent Contact Info.

The following student information is also available:

Attendance and Discipline

State Assessments

Grades and Credits

(See the following student page)

Exercise 3: View a Student's Page, continued

The screenshot shows the Tennessee Department of Education's student profile page for Chasity Romero, an eighth-grade student. The page includes navigation tabs for Student Information, Academic Dashboard, and Transcript. The Academic Dashboard is active, showing metrics for Attendance and Discipline, State Assessments, and Grades and Credits. A legend at the bottom indicates goal status: Met Goal (green), Below Goal (red), Getting Better (green triangle), Getting Worse (red triangle), and No Change (grey triangle).

TN Department of Education

EXPORT ALL PRINT SUPPORT LOG OUT

Progress County Middle School No. 1 Maurice Presley

Search

Chasity Romero

Eighth grade

Back to list 1 of 60

Student Information **Academic Dashboard** **Transcript**

Overview Attendance and Discipline State Assessments Grades and Credits

Photograph of Chasity Romero

Chasity Romero

Grade Level Eighth grade
Current Age 13
Student Language English
Home Language English
[Parent Contact Info](#)

METRIC CATEGORY	PERFORMANCE SUMMARY	METRIC STATUS
Attendance and Discipline Student attendance and discipline patterns		
▪ Attendance Daily and class period attendance	11 metrics met goal	11 green bars
▪ Discipline Log of discipline incidents and actions year to date	2 metrics met goal	2 green bars
State Assessments State examinations and assessments		
▪ State Standardized Assessments Performance and progress on state standardized test		
Grades and Credits Students progression in coursework		
▪ Course Grades Performance and progress in current courses	2 metrics met goal	2 green bars

Legend:

- G** Gifted & Talented
- S** Special Education
- 504** 504 Designation
- L** ESL, LEP or Bilingual
- E** Late Enrollment
- P** Partial Transcript
- A** Test Accommodation

Met Goal (green bar) Below Goal (red bar) Getting Better (green triangle) Getting Worse (red triangle) No Change (grey triangle)

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ed-fi POWERED

By selecting and clicking on the tab of interest, such as **Attendance and Discipline**; or **Attendance** under that heading, you will bring up the student's record (see following example):

Exercise 3: View a Student's page Continued

Snapshot of student record showing Attendance and Discipline

TN

Department of
Education

EXPORT ALL

PRINT

SUPPORT

LOG OUT

Progress County

Middle School No. 1

Maurice Presley

Search

Chasity Romero

Eighth grade

Back to list

1 of 60

Student Information

Academic Dashboard

Transcript

Overview

Attendance and Discipline

State Assessments

Grades and Credits

Attendance and Discipline

Jump to subcategory: Attendance | Discipline

SHOW PRIOR YEAR

ATTENDANCE

METRIC VALUE

TREND

STUDENT GOAL

DIFFERENCE FROM GOAL

DETAILS

Daily Attendance Rate (Last Event October 17, 2016)

% of days student is in attendance

More

Last Four Weeks

100.0 %

↔

90.0 %

10.0 %

Last Eight Weeks

97.5 %

▲

90.0 %

7.5 %

Year to Date

99.0 %

90.0 %

9.0 %

Days Absent (Last Event October 17, 2016)

of days absent year to date

More

Days Absent (Last Event October 17, 2016)

1

7

6

More

Unexcused Days Absent (No Events Found)

0

7

7

More

Class Period Absence Rate (Last Event November 14, 2016)

% of total class periods missed

More

Last Four Weeks

0.0 %

▲

10.0 %

10.0 %

Last Eight Weeks

0.5 %

↔

10.0 %

9.5 %

Year to Date

0.4 %

10.0 %

9.6 %

Tardy Rate (Last Event October 18, 2016)

% of tardies in a given period

More

Last Four Weeks

0.0 %

↔

10.0 %

10.0 %

Last Eight Weeks

0.0 %

▲

10.0 %

10.0 %

Year to Date

2.0 %

10.0 %

8.0 %

DISCIPLINE

METRIC VALUE

TREND

STUDENT GOAL

DIFFERENCE FROM GOAL

DETAILS

Discipline Referrals (No Incidents Found)

Log of discipline incidents and actions year-to-date

More

State Reportable Offenses

0

0

0

More

School Code of Conduct

0

0

0

More

G Gifted & Talented

S Special Education

504 504 Designation

L ESL, LEP or Bilingual

E Late Enrollment

P Partial Transcript

A Test Accommodation

Met Goal

Below Goal

Getting Better

Getting Worse

No Change

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Exercise 4: Create or Add to a Watch List

The Watch List feature in the Dashboard allows you to monitor students based on selected filters and can serve as an early warning system.

This exercise details the process for creating a watch list for students who have more than three days absent.

1. Click on **"CUSTOMIZE VIEW"** button

The screenshot shows the TN Department of Education dashboard for Maurice Presley. The 'Student List' dropdown is set to 'Other(035_2017_96858) - Homeroom (01) Year Round'. The 'Data View' dropdown is set to 'Prior Year'. The 'CUSTOMIZE VIEW' button is highlighted with a red arrow.

STUDENT	GRADE LEVEL	DESIGNATIONS	ATTENDANCE / DISCIPLINE			GRADES	
			Prior Year Attendance	Prior Year Number of Days Absent	Prior Year State Reportable Offenses	Prior Year # Grades Below C	Prior Year Failing Grades
Afford, Denise	8th	S	94.5 %	36	0	0	0
Ayala, Gage	8th		98.0 %	13	2	1	0

2. Select **"CREATE OR ADD TO WATCH LIST"** which will open the students' selection page.

The screenshot shows the TN Department of Education dashboard for Maurice Presley. The 'Student List' dropdown is set to 'Students From All Sections'. The 'Data View' dropdown is set to 'General Overview'. The 'CREATE OR ADD TO WATCH LIST' button is highlighted with a red arrow.

STUDENT	GRADE LEVEL	DESIGNATIONS	ATTENDANCE / DISCIPLINE				
			Last Four Weeks Attendance	Last Eight Weeks Attendance	Year To Date Attendance	Number of Days Absent	Last Four Weeks Class Absences
Burns, Erick	8th		60.0 %	57.5 %	80.4 %	19	2.9 %
Afford, Denise	8th	S	75.0 %	67.5 %	81.4 %	18	2.9 %
Ladd, Sophia	8th		60.0 %	65.0 %	82.5 %	17	2.9 %
Stanley, Donna	8th	E	60.0 %	75.0 %	87.6 %	12	8.0 %

Exercise 4: Create or Add to a Watch List, continued

3. Select those students by the criteria filters you wish by putting a check in the box before each student's name.



ADD SELECTED STUDENTS TO WATCH LIST ADD ALL STUDENTS TO WATCH LIST CANCEL						
	STUDENT	GRADE LEVEL	DESIGNATIONS	Last Four Weeks Class Absences	State Reportable Offenses	# Grades Below C
<input checked="" type="checkbox"/>	Ayala, Gage	8th		0.0 %	0	4
<input checked="" type="checkbox"/>	Bass, Donovan	8th		0.0 %	0	3
<input checked="" type="checkbox"/>	Boles, Jaron	8th		2.9 %	0	3
<input type="checkbox"/>	Bond, Bella	8th		1.0 %	0	2
<input type="checkbox"/>	Bradley, Dexter	8th		0.0 %	0	2
<input type="checkbox"/>	Britton, Melanie	8th		2.9 %	0	2
<input checked="" type="checkbox"/>	Burns, Erick	8th		2.9 %	0	3
<input checked="" type="checkbox"/>	Cantrell, Trenton	8th		1.0 %	0	4

[Grades Falling ≥ 10%](#)

Rows per page: 10 20 50 100

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4. Name your watch list:
"4 or more Days Absent"

You can also add the selected student(s) to an existing list which was established earlier.

[SEE MORE DATA](#)
[RESTORE GRID](#)
[CREATE OR ADD TO WATCH LIST](#)

Student List: Other(035_2017_96856) - Homeroom (01) Year Round

Data View: General Overview

Ayala, Gage
 Bass, Donovan
 Boles, Jaron
 Bond, Bella
 Bradley, Dexter
 Britton, Melanie
 Burns, Erick
 Cantrell, Trenton

Create a new list named:

Add selected students to an existing list:

Low Attendance
 4 or more Days Absent

Ayala, Gage
 Bass, Donovan
 Boles, Jaron
 Burns, Erick
 Cantrell, Trenton

Cancel OK

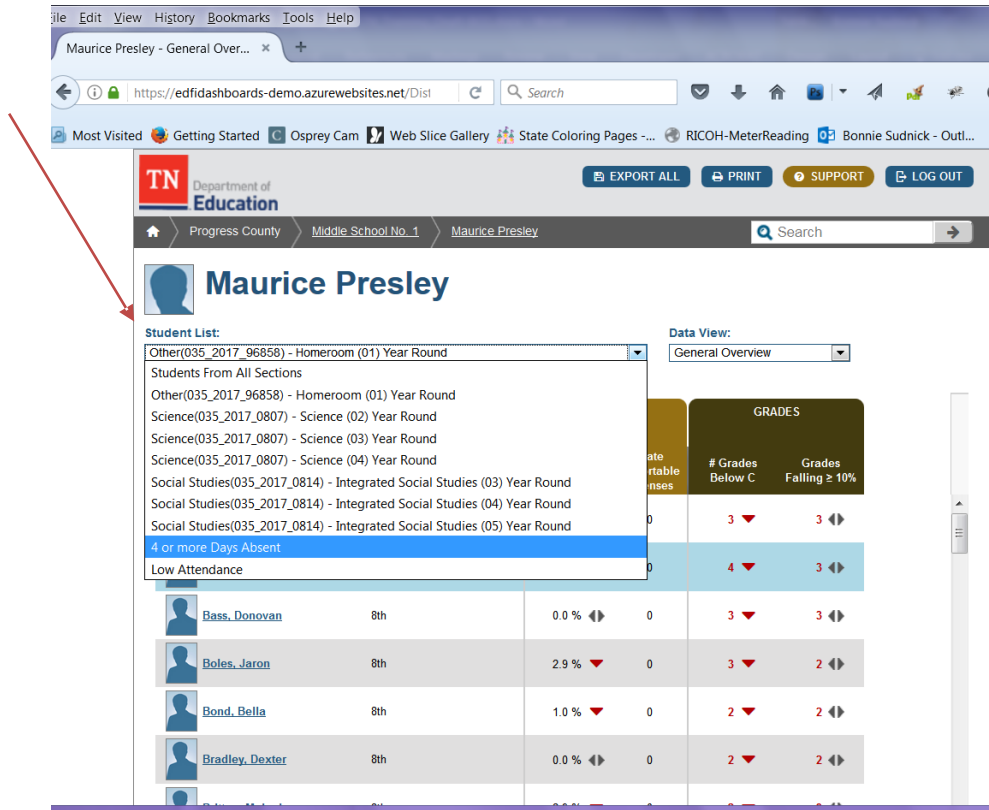
Rows per page: 10 20 50 100

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Exercise 4: Create or Add to a Watch List, continued

- To view your watch list, go to the **Student List** selection window, scroll to and select the information / list you want to see; and it will be propagated.

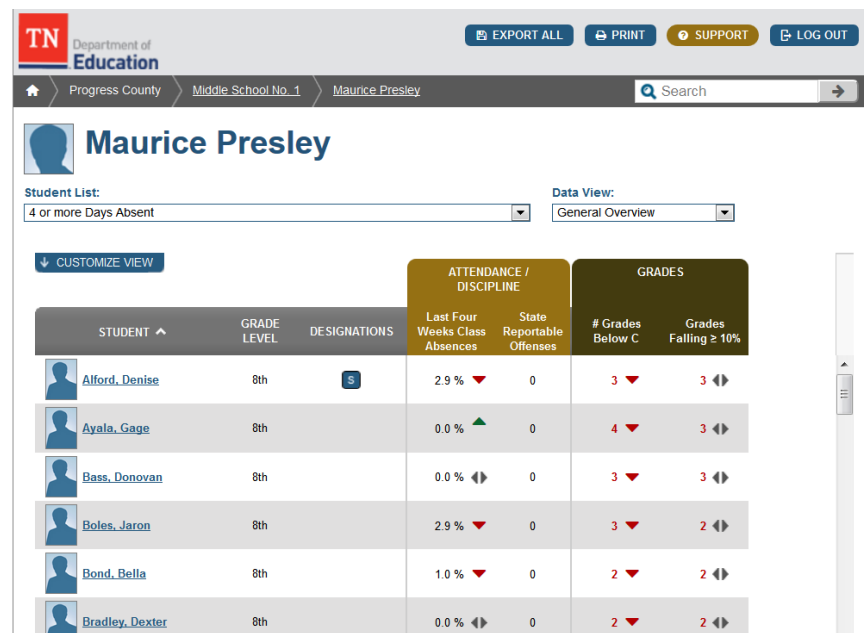
Here we select:
4 or more Days Absent.



The screenshot shows the TN Department of Education dashboard for Maurice Presley. The 'Student List' dropdown menu is open, displaying a list of selection criteria. The '4 or more Days Absent' option is highlighted in blue. The dashboard also shows a 'Data View' dropdown set to 'General Overview' and a table of student data.

STUDENT	GRADE LEVEL	DESIGNATIONS	ATTENDANCE / DISCIPLINE	GRADES
			Last Four Weeks Class Absences	# Grades Below C
Bass, Donovan	8th		0.0 %	3
Boles, Jaron	8th		2.9 %	3
Bond, Bella	8th		1.0 %	2
Bradley, Dexter	8th		0.0 %	2

- Select the: **CUSTOMIZE VIEW** icon



The screenshot shows the TN Department of Education dashboard for Maurice Presley. The 'CUSTOMIZE VIEW' button is visible. The dashboard also shows a 'Data View' dropdown set to 'General Overview' and a table of student data.

STUDENT	GRADE LEVEL	DESIGNATIONS	ATTENDANCE / DISCIPLINE	GRADES
			Last Four Weeks Class Absences	# Grades Below C
Alford, Denise	8th	S	2.9 %	3
Ayala, Gage	8th		0.0 %	4
Bass, Donovan	8th		0.0 %	3
Boles, Jaron	8th		2.9 %	3
Bond, Bella	8th		1.0 %	2
Bradley, Dexter	8th		0.0 %	2

Exercise 4: Create or Add to a Watch List, continued

This will bring up the following window: showing the selection of: **SEE MORE DATA**; **MAXIMIZE GRID**; and **EDIT WATCH LIST**

- To remove students from a list: select the desired list; in this case use: **4 or more Days Absent**.

Progress County > Middle School No. 1 > Maurice Presley

Search

Maurice Presley

Student List: 4 or more Days Absent Data View: General Overview

↑ + SEE MORE DATA MAXIMIZE GRID EDIT WATCH LIST

STUDENT	GRADE LEVEL	DESIGNATIONS	Last Four Weeks Class Absences	State Reportable Offenses	# Grades Below C	Grades Falling ≥ 10%
Alford, Denise	8th	S	2.9 % ▼	0	3 ▼	3 ◀▶
Ayala, Gage	8th		0.0 % ▲	0	4 ▼	3 ◀▶
Bass, Donovan	8th		0.0 % ◀▶	0	3 ▼	3 ◀▶
Boles, Jaron	8th		2.9 % ▼	0	3 ▼	2 ◀▶
Bond, Bella	8th		1.0 % ▼	0	2 ▼	2 ◀▶
Bradley, Dexter	8th		0.0 % ◀▶	0	2 ▼	2 ◀▶
Britton, Melanie	8th		2.9 % ▼	0	2 ▼	3 ◀▶

- Select: **EDIT WATCH LIST** then check those names you wish to remove.

(Notice that you can also **RENAME WATCH LIST** and **DELETE WATCH LIST**)

Maurice Presley

Student List: 4 or more Days Absent Data View: General Overview

REMOVE SELECTED STUDENTS FROM WATCH LIST RENAME WATCH LIST DELETE WATCH LIST CANCEL

	STUDENT	GRADE LEVEL	DESIGNATIONS	Last Four Weeks Class Absences	State Reportable Offenses	# Grades Below C	Grades Falling ≥ 10%
<input type="checkbox"/>	Alford, Denise	8th	S	2.9 % ▼	0	3 ▼	3 ◀▶
<input type="checkbox"/>	Ayala, Gage	8th		0.0 % ▲	0	4 ▼	3 ◀▶
<input type="checkbox"/>	Bass, Donovan	8th		0.0 % ◀▶	0	3 ▼	3 ◀▶
<input type="checkbox"/>	Boles, Jaron	8th		2.9 % ▼	0	3 ▼	2 ◀▶
<input checked="" type="checkbox"/>	Bond, Bella	8th		1.0 % ▼	0	2 ▼	2 ◀▶
<input checked="" type="checkbox"/>	Bradley, Dexter	8th		0.0 % ◀▶	0	2 ▼	2 ◀▶
<input checked="" type="checkbox"/>	Britton, Melanie	8th		2.9 % ▼	0	2 ▼	3 ◀▶
<input type="checkbox"/>	Burns, Erick	8th		2.9 % ▲	0	3 ▼	2 ◀▶

< < Page 1 of 1 > >

Rows per page: 10 20 50 100

Exercise 4: Create or Add to a Watch List, continued

9. The **Remove students from list** window will open telling you that “The following students will be removed from the list.”

Press **OK**, or cancel.

The screenshot shows the Tennessee Department of Education's 'Remove students from list' dialog box. The dialog box is titled 'Remove students from list' and contains the text 'The following students will be removed from the list:'. Below this text is a list of six students: Bond, Bella; Britton, Melanie; Bradley, Dexter; Carpenter, Zackery; and Chapman, Raul. The dialog box has 'Cancel' and 'OK' buttons at the bottom. A red arrow points from the text 'Remove students from list' in the instructions to the dialog box title.

Department of Education

EXPORT ALL PRINT SUPPORT LOG OUT

Progress County Middle School No. 1 Maurice Presley

Search

Maurice Presley

Student List: 4 or more Days Absent Data View: General Overview

+ SEE MORE DATA MAXIMIZE

STUDENT GRADE LEVEL

STUDENT	GRADE LEVEL
Alford, Denise	8th
Ayala, Gage	8th
Bass, Donovan	8th
Boles, Jaron	8th
Bond, Bella	8th
Bradley, Dexter	8th

GRADES

Grades	Grades
low C	Falling ≥ 10%
3	3
4	3
3	3
3	2
2	2
2	2

Cancel OK

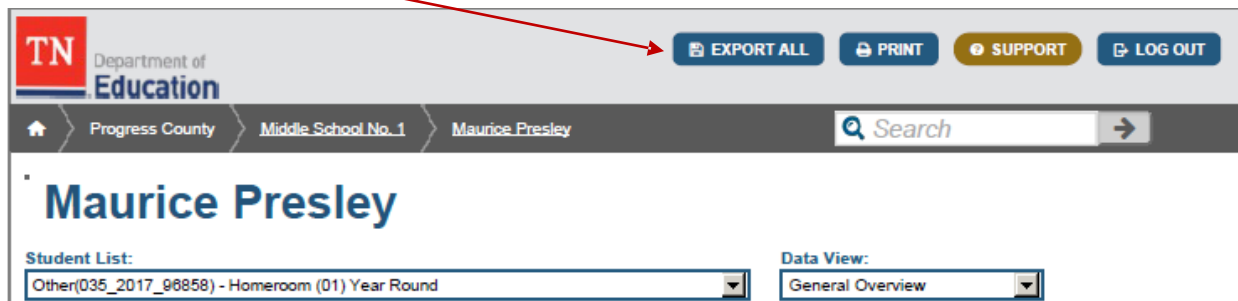
Additional Information

There will be more to choose from the **ATTENDANCE/DISCIPLINE** and **GRADES** tabs. You check off those columns you wish to have as your permanent view, and select the **SAVE COLUMNS** on the bar above. You can **CANCEL** or **RESET COLUMNS** back to the original view at any time you wish to make changes.

Using the EXPORT ALL, PRINT, SUPPORT, and LOG OUT icons

At any time, you can use the icons at the top right of the page to:

1. **EXPORT ALL** which will export the data into an Excel document;



You can use the **EXPORT ALL** button at the top right of the page to export all to an excel file. See the below example:

The screenshot shows an Excel spreadsheet titled 'Progress-County-Middle-School-No--1-40463-Maurice-Presley-ExportAllMetrics-General-Section-217652-2017-Feb-07-175408.csv'. The spreadsheet contains a table with student names and various attendance metrics. The first row is the header, and the subsequent rows list individual students with their corresponding data.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Student Name	Daily Atte	Daily Atte	Daily Atte	Daily Atte	Days Abse	Days Abse	Days Abse	Days Abse	Class	Peric	Class	Peric
2	Alford, Denise	0.75	0.675	0.814	0.814	18	18	5	5	0.029	0.025	0.032	0.032
3	Ayala, Gage	0.85	0.775	0.876	0.876	12	12	7	7	0	0.014	0.024	0.024
4	Bass, Donovan	1	0.975	0.99	0.99	1	1	1	1	0	0	0.002	0.002
5	Boles, Jaron	0.75	0.85	0.938	0.938	6	6	2	2	0.029	0.025	0.012	0.012
6	Bond, Bella	0.95	0.9	0.948	0.948	5	5	4	4	0.01	0.005	0.01	0.01
7	Bradley, Dexter	1	1	1	1	0	0	0	0	0	0	0	0
8	Britton, Melanie	0.75	0.8	0.918	0.918	8	8	6	6	0.029	0.025	0.016	0.016
9	Burns, Erick	0.6	0.575	0.804	0.804	19	19	13	13	0.029	0.04	0.037	0.037
10	Cantrell, Trenton	0.95	0.95	0.969	0.969	3	3	2	2	0.01	0.005	0.006	0.006
11	Carpenter, Zacker	1	1	1	1	0	0	0	0	0	0	0	0
12	Chapman, Raul	1	1	1	1	0	0	0	0	0	0	0	0
13	Combs, Melanie	1	1	1	1	0	0	0	0	0	0	0.002	0.002
14	Copeland, Mariah	0.95	0.975	0.979	0.979	2	2	0	0	0.01	0.01	0.006	0.006
15	Couch, Luke	0.95	0.975	0.99	0.99	1	1	1	1	0.01	0.005	0.002	0.002
16	Davenport, Marcc	0.75	0.775	0.887	0.887	11	11	6	6	0.029	0.029	0.024	0.024
17	Diaz, Meredith	0.9	0.9	0.948	0.948	5	5	0	0	0.02	0.01	0.01	0.01
18	Dowell, Luis	0.9	0.95	0.959	0.959	4	4	4	4	0	0.01	0.008	0.008
19	Doyle, Leo	0.85	0.875	0.948	0.948	5	5	1	1	0.02	0.014	0.01	0.01
20	Dyer, Coletton	1	1	1	1	0	0	0	0	0	0	0.002	0.002
21	Evans, Carolyn	1	1	1	1	0	0	0	0	0	0	0	0
22	Freeman, Clay	0.95	0.975	0.979	0.979	2	2	0	0	0.01	0.005	0.004	0.004
23	Gooch, Erick	0.9	0.95	0.979	0.979	2	2	2	2	0.02	0.01	0.004	0.004

2. PRINT. Depending upon how your computer/device is set up, you can print to a printer; or print to a PDF document. (You make the print selection.)

The screenshot shows the TN Department of Education website. The top navigation bar includes buttons for 'EXPORT ALL', 'PRINT', 'SUPPORT', and 'LOG OUT'. A red arrow points to the 'PRINT' button. Below the navigation bar, the breadcrumb trail shows 'Progress County' > 'Middle School No. 1' > 'Maurice Presley'. The main heading is 'Maurice Presley'. Below this, there are dropdown menus for 'Student List' (showing 'Other(035_2017_96858) - Homeroom (01) Year Round') and 'Data View' (showing 'General Overview'). A toolbar contains buttons for 'SEE MORE DATA', 'MAXIMIZE GRID', and 'CREATE OR ADD TO WATCH LIST'. Below the toolbar is a table with columns for 'STUDENT', 'GRADE LEVEL', 'DESIGNATIONS', and 'ATTENDANCE / DISCIPLINE'. The table has two rows of data for 'Alford, Denise'.

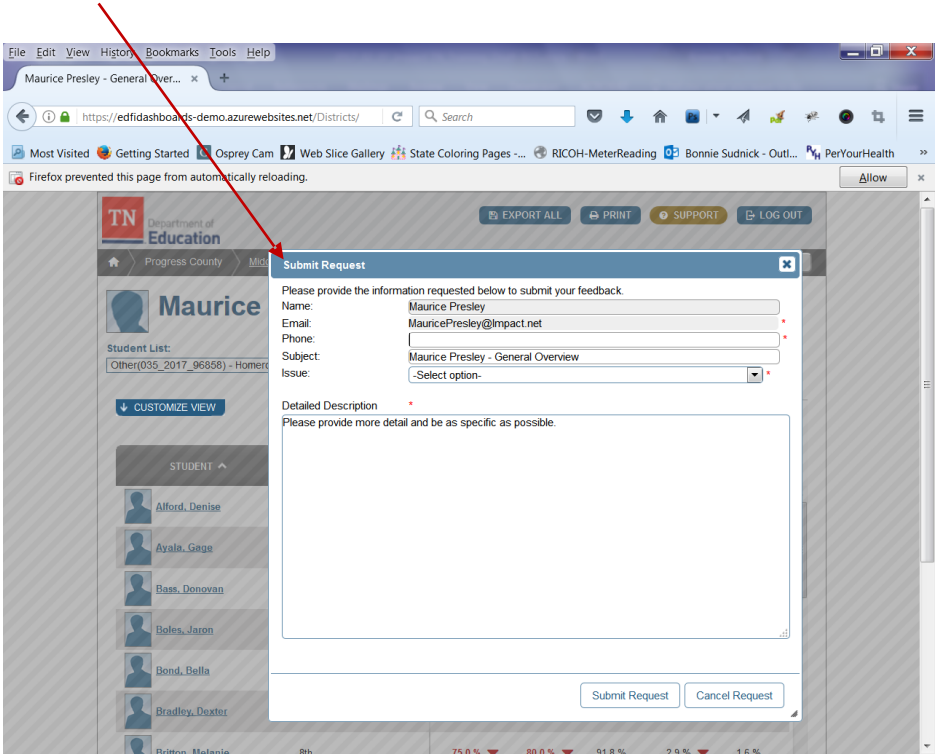
STUDENT	GRADE LEVEL	DESIGNATIONS	Last Four Weeks Attendance	Last Eight Weeks Attendance	Year To Date Attendance	Last Four Weeks Class Absences	Year To Date Class Absences
Alford, Denise	8th	S	75.0 %	67.5 %	81.4 %	2.9 %	3.2 %

When the **Print** selection page appears; click on the ▼ icon in the **Name** window to open the full window; scroll down to select which printer you want to use; or print to Adobe PDF or PDFCreator. Then depress the **OK** button.

The 'Print' dialog box is shown. The 'Printer' dropdown menu is open, displaying a list of printers: 'Adobe PDF', '5100_RICOH Pro C5100S PCL 6_5100_pcl6', 'HP LaserJet 4200 - Support', 'PDFCreator', and 'Send To OneNote 2016'. The 'Print range' section has 'All' selected. The 'Copies' section shows 'Number of copies: 1' and 'Collate' checked. The 'OK' button is highlighted.

3. SUPPORT. For help use the **SUPPORT** icon which will bring you help.

Note: the SUPPORT button should you require help; the snapshot below shows the **Submit Request Window**:



4. LOGOUT. Log Out when you are finished.

Information about the More icons under the DETAILS column

By selecting the **More** icon to the right in the **DETAILS** column you will see the following selections:

ATTENDANCE	DETAILS
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Daily Attendance Rate (Last Event January 5, 2017)	More provides: Attendance Rate Chart Historical Chart
▣ Days Absent (Last Event January 5, 2017)	More provides: Absences by Grading Period
▣ Unexcused Days Absent (Last Event December 15, 2016)	More provides: Unexcused Absences by Grading Period
Class Period Absence Rate (Last Event January 5, 2017)	More provides: Calendar and Historical Chart
Tardy Rate (Last Event October 4, 2016)	More provides: Calendar and Historical Chart
DISCIPLINE	DETAILS
Discipline Referrals (No Incidents Found)	More Incidents Log
▣ State Reportable Offenses	More Historical Chart
▣ School Code of Conduct	More Historical Chart

You can always **HIDE PRIOR YEAR** information. (See tab at top of Details column).